

**To Replace Lost or Damaged
Permit/Inspection Records**

Handout No. 1-6

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To replace a lost or damaged Permit Application or Records of Inspection, the applicant must request duplicate replacement records in person, at the Building Division Permit Center.

Inspection notices must be assembled in chronological order and approved inspections identified. Permit center staff are required to document all approved inspections on the replacement inspection job card.

The applicant must bring all available inspection notice slips and plans to the Permit Center when requesting replacement records. It is helpful and less costly to the applicant if they do their own permit search to retrieve copies of any lost records. A self-help computer is available in the permit center for access to the City Hall Record Imaging System (CHRIS), which contains all permit history.

The fee to replace lost or damaged inspection records is based on staff time to process the replacement permit application and inspection job card. A \$37.50 minimum processing fee is assessed for the first 20 minutes of processing time or \$107.00 per hour. Job cards can also be reproduced for no cost on permits that have been issued on-line at www.sjpermits.com.

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/, or by calling (408) 535-3555.

In addition you may visit the Building Division in City Hall at 200 East Santa Clara St. Our hours are 9:00 a.m. to 4:00 p.m. with limited service between 12:00 p.m. and 1:00 p.m.